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## MEETING MINUTES

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### **August 30, 2005**

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order and introduced the two new Council members—Lt. Col. Arthur Keen representing Idaho National Guard and Douglas C. Melvin representing U.S. Dept. of Homeland Security Transportation Security Administration. All other attendees and guests introduced themselves. There was a full quorum present.

#### Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Jay Christensen, Idaho Dept. of Corrections
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Military Division
- Steve Jenkins, National Interagency Fire Center
- Lt. Col. Arthur Keen, Idaho National Guard
- Greg Laragan, Idaho Transportation Dept.
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Lorin Nielsen, Idaho Sheriffs Association
- Joe Roche, Idaho Dept. of Administration

#### Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

#### Others Present:

- Michele Carreras, State Communications.
- Bart Hamilton, Ada County Sheriff Office/Region 12 700 MHz RPC
- Jolene Hollingshead, SPAWAR Systems Center SD
- Matt Howarth, Motorola
- Steve Jones, Idaho State Police
- Michael Key, Idaho State Police
- Scot Maring, Idaho Dept. of Administration

- Rhonda Morton, Idaho State Police
- Stan Passey, Idaho State Police
- John Powell, ICTAP
- Lex Rutter, Idaho Dept. of Administration
- Les Shadduck, Ada County Sheriff's Office
- Robert Taylor, Idaho State Police
- George Webb, Boise Fire Dept.

## **Review & Approve Minutes—Chair Lockwood**

There were no corrections to the July meeting minutes.

### **MOTION:**

**Nielsen made a motion to approve the minutes of the July 28, 2005, Statewide Interoperability Executive Council meeting, seconded by Roche. The motion passed by a unanimous vote.**

Lockwood told the Council that after reviewing the Idaho Cooperative Agencies' Wireless Interoperable Network (I-C-A-WIN) Radio Interoperability Concept for Idaho, Joe Trella, National Governors Association, wants to promote Idaho as a model state for the work that the SIEC has done.

Collier reported on the eight-county Emergency Managers Meeting that she attended in Rexburg on Monday, August 29, 2005. The meeting was organized by Mike Clements, Bureau of Homeland Security Area Field Officer. The purpose of the meeting was to discuss a non-vendor engineering study for interoperable communications. Attendees wanted more information about interoperable communications and asked questions about the State Microwave as a resource in interoperable communications and the 700 MHz backbone. Collier presented the I-C-A-WIN Concept and informed the group that the SIEC will be moving into the Plan and Design Phase and is seeking feedback on the Concept.

Collier stated that the SIEC is on the agenda for the Idaho Prepared Conference in Lewiston the end of September. At the request of the Conference organizers, Gordy Howell from Bannock County and Nikki Jansen from Ada County will participate in the SIEC presentation. They will answer questions regarding the development of their interoperable communications systems. Halverson briefly discussed the Idaho Prepared Conference and made pamphlets and agendas available to the Council members.

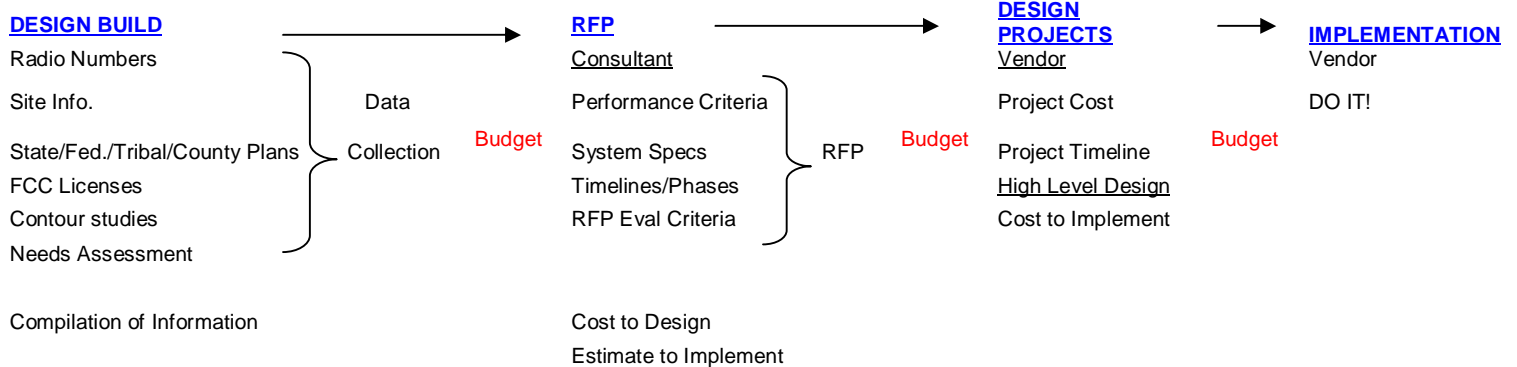
Chair Lockwood briefly discussed a letter of support from Ada County Sheriff, Gary Raney. A copy of the letter was included in each Council member's packet. Lockwood stated that as other groups review the Concept, he is hopeful of receiving additional letters of support.

### **Scope of Work—Technical Subcommittee**

Goetz briefed the Council on the work of the Technical Subcommittee. The Subcommittee met on August 9, 2005 to discuss a Scope of Work (SOW). The Subcommittee decided that a consultant should be hired to write an RFP to develop a statewide interoperable system design. After the Subcommittee meeting another proposal was circulated among the Subcommittee members via email. The Subcommittee did not meet again to discuss the proposal. Passey gave a verbal overview of the proposal. So that the Council could better understand the process, he was requested to outline the process on the whiteboard. Passey led a discussion on a process of developing a statewide interoperability design. Points of discussion included:

- Financing at the “front end” or the “back end” of the process
- The importance of all State agencies being involved
- The need to hire a consultant as soon as possible
- The need to do a needs assessment upfront—a 70%-80% determination of radio communication needs within a jurisdiction

After much discussion the Council decided to proceed with the plan as outlined below.



Goetz informed the Council that ICTAP had been directed to other projects and will not be able to assist the Council as they had in the past. ICTAP was asked to compile all available reports and information into one document. The request had not been approved and the task had not been done. Goetz asked John Powell for a report on ICTAP’s capability to complete the task. Powell explained that the U. S. Office of Domestic Preparedness (ODP) had set the priority for ICTAP to coordinate and work with Urban Areas and States on the Tactical Interoperable Communications Plan (TICP) and that substantial time and resources had been committed to that effort. Council members discussed with Powell ICTAP’s request for a letter from the Governor to accompany the request for Technical Assistance (TA). Council members expressed their views that the process should be based on priorities and relative merit and that they are not comfortable circumventing a well established process. Powell stated that any TA request not in support of the TICP is subject to additional review and a letter from the Governor will be used in the evaluation process. A Council member suggested that the SIEC request a letter from the Governor and utilize ICTAP’s assistance for the next 3-4 months.

The Technical Subcommittee was assigned to develop criteria by which they can extract data from users across the state to establish a set of standard communication needs and determine each county’s additional needs or exceptions to the needs of other counties.

To facilitate hiring a consultant or consulting firm as soon as possible, Collier will research potential candidates and forward information on several of the most appropriate candidates to the Technical Subcommittee within the following week.

The Technical Subcommittee will meet Thursday, September 15, 2005, at 9:00 AM. Harris will check on the availability of the ISP Cafeteria Round Room and will notify the Subcommittee members where the meeting will be held if the Round Room is not available.

## **Joint Operations Center Tour**

Meeting attendees enjoyed a tour of the Joint Operations Center. Lt. Col. Arthur Keen led the group on a very informative guided tour.

## **Outreach Subcommittee Update**

Greg Laragan, the new Chair of the Outreach Subcommittee, briefed the Council on the progress of the Subcommittee. Laragan expressed the need to hold a Subcommittee meeting as soon as possible to discuss moving forward with the Second Generation Message. ICTAP had composed 700 MHz talking points to be used in the Technical Section of the video.

New Subcommittee Volunteers:

- Christensen agreed to work on the Outreach Subcommittee.
- Melvin agreed to work on the Funding Subcommittee.
- Collier will forward subcommittee information to Keen so that he can evaluate the possibility of working on a subcommittee.

## **SIEC Calendar**

- Collier will meet with Pat Frischmuth, Bureau of Homeland Security Deputy Director for Planning, on Friday September, 2, 2005, to discuss the section in the State Homeland Security Strategy that deals with interoperable communications.
- Collier will make a presentation to the Idaho Association of Counties 2005 Annual Conference on September 22, 2005.
- Collier and Harris will make two two-hour presentations at the Idaho Prepared Conference in Lewiston on September 28, 2005. The SIEC will also set up a display of information on September 29, 2005.

## **Other business and planning for the next meeting—Chair Lockwood**

The next SIEC meeting will be held on Thursday, September 22, 2005. The time of the meeting will tentatively be altered to 10:30 AM to accommodate Project Manager Collier in making a presentation to the Idaho Association of Counties. Joe Trella, National Governors Association, will be in attendance at the September SIEC meeting.

Goetz requested that ICTAP incorporate the needs assessment information that the SIEC will be gathering in the compilation of information for the SIEC.

## **Adjournment—Chair Lockwood**

**MOTION: Nielsen made a motion to adjourn, seconded by Charboneau. The motion passed by a unanimous vote.**